A
Things
To Do First

This document will outline the services and benefits available to you as a laid off employee. Unless where noted, the information in this document will also apply to laid off bargaining unit employees that are covered by the collective bargaining agreement between Stanford University and SEIU Higher Education Workers Local 2007.

1. **Sign up for individual career consulting sessions.**

   If you recently received a written notice of a layoff, the University offers career transition services through Lee Hecht Harrison (LHH). Enclosed in this packet is information about the services provided by LHH and outlined below are the highlights of this program.

   **Important:** LHH services must be initiated within six months of the date on which written layoff notification was received. Please submit to LHH your official layoff letter to confirm your eligibility to use this service.

   A career transition program includes:
   - Career self-assessments
   - Up to six individual sessions with a career consultant
   - Comprehensive online seminars including career search, starting a business and retirement planning
   - Access to online research resources and networking databases
   - Access to LHH’s office resources and networking events
   - Opportunity to improve and refine your skills through e-learning programs
   - Lifetime access to a career management resource

   Be sure to utilize LHH’s services to:
   - Identify your skills, knowledge, strengths and weakness
   - Determine the best career options and ideal work preferences
   - Complete a strong resume, targeted to your best career options
   - Create a “next steps” action plan to find a new position
   - Identify networking contacts and conduct informational interviews
   - Prepare and practice for job interviews
   - Find job leads and post your resume for viewing

To schedule an appointment with a LHH Consultant in San Jose, San Francisco, Walnut Creek, or Sacramento, please call Client Services Administrator, Diane Ramey, at (408) 436-6205 or 1-800-980-8090.
2. **Take advantage of temporary placement services.**

Temporary staffing agencies are an excellent way to network and provide an opportunity to work in a variety of organizations. Some agencies also offer skill assessments and training on a variety of software applications.

**Staff Employment (SE)**

**STANFORDTEMPS**
http://stanfordcareers.stanford.edu/job-search/temporary-jobs

For more information you may contact any of these vendors.

**Option 1**
Staffing Services, Inc.
4410 El Camino Real, Suite 110
Los Altos, CA 94022
Phone: 650.941.5115

**West Valley Staffing Group**
390 Potrero Avenue
Sunnyvale, CA 94085
Phone: 408.735.1420
Fax: 408.730.5659
www.westvalley.com

**Manpower, Inc**
2500 California Street, Suite B
Mountain View, CA 94040-1302
Phone: 650.947.4933
Fax: 650.856.1300

3. **Health Care Benefits and Retirement**

For complete information on what happens to your health and disability benefits – including medical, dental, vision, flexible spending accounts, life and disability insurance – see *When Employment Ends - Layoff* included in this packet.

This document has important information on:
- What happens to your other benefits.
- How to request payment from the retirement savings plans.
- What happens to your benefits if rehired.
- Eligibility for the retiree health care program.
- For medical, dental and vision benefits: You will receive a packet of information on continuation coverage through COBRA plus an enrollment form from Vita Administration Company, Stanford’s COBRA Administrator.
- For retiree medical benefits: If you think you qualify as an official retiree call (650) 736-2985, press option 9.
Details on all retirement benefits and COBRA are also available on the Benefits Web site at http://benefits.stanford.edu

4. **Visit your local California Employment Development Department (EDD) office.**

Immediately following your layoff, contact your local EDD office to start a claim for unemployment compensation and register for job opportunities. Filing an unemployment insurance claim can be done on-line, by telephone or by mail/fax. See the enclosed information for filing instructions and for more information on services provided by EDD.

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**Questions and Answers About Your Layoff**

This section is meant to answer some of your concerns regarding the layoff. If you have questions after reading this information, please contact your local Human Resources Office. If this office cannot answer your questions, they will refer you to someone who can.

The policy describing layoff provisions for a non-union layoff (Administrative Guide Memo 2.1.17 - Layoffs) is enclosed in this packet. If you are a union employee please review the collective bargaining agreement between Stanford University and SEIU Higher Education Workers Local 2007.

**University Employment, Severance and Unemployment Benefits**

**Q1. Am I entitled to severance pay? If yes, how much?**

**Answer:** If you have at least one year of continuous service with the University, you are entitled to severance pay. If you have less than one year of continuous service, you are not entitled to severance pay.

You can find detailed information on how severance pay is calculated in Administrative Guide Memo 2.1.17 – Layoffs. If you are a union employee please review the collective bargaining agreement between Stanford University and SEIU Higher Education Workers Local 2007.

**Q2. If I resign before my layoff date, will I still receive severance pay and other layoff benefits?**

**Answer:** Yes, if you have received a formal letter of notification. However, there may be an adjustment to your severance pay based on actual length of service.

**Q3. If I turn down a job offer do I lose my severance pay?**
Answer: If you received formal notification of layoff, you may still receive severance pay if you decline a job offer.

If your layoff notice is formally rescinded, you will not receive severance pay if you resign in lieu of accepting available work.

Q4. If the University rehires me, do I have to return my severance pay?
Answer: If you are reemployed by the University as a regular benefits-eligible employee before the end of the severance pay eligibility period; you may be required to return all or a portion of your severance pay. The repayment period commences (or begins) upon payment of severance.

The severance repayment policy is described in Administrative Guide Memo 2.1.17. If you are a union employee please review the collective bargaining agreement between Stanford University and SEIU Higher Education Workers Local 2007.

Q5. Will I be able to collect unemployment insurance benefits?
Answer: Most people who are out of work due to a layoff are entitled to unemployment benefits. However, decisions concerning eligibility are made by the California Employment Development Department on a case-by-case basis. It’s important for you to apply to EDD as soon as employment ends so they can review your application and make the appropriate determination.

Q6. How does the employment preference work?
Answer: You retain employment preference for one year from the date of your layoff. This means, if you apply for a posted position at Stanford and your job qualifications are substantially equal to the other candidates, you will receive preference for the job over non-preference candidates.

If you are a union employee please review the collective bargaining agreement between Stanford University and SEIU Higher Education Workers Local 2007.

Q7. If I am reinstated by the University, what happens to my hire date?
Answer: A former regular employee who has been laid off and is reinstated by the University within twenty-four (24) months following the date of layoff shall have the most recent hire date prior to layoff reinstated. If you are a union employee please review the collective bargaining agreement between Stanford University and SEIU Higher Education Workers Local 2007.

Q8. If I am laid off and accept another position at the University, do I need to serve another trial period?
Answer: Yes. Terms of this trial period will be the same as those contained in Administrative Guide Memo 2.1.15, section 2.d. (Layoff Trial Period). During the layoff trial period you or your manager may end the employment relationship. If this happens, you will revert to the previous layoff status and receive, as applicable, any benefits which accrue to that status, including severance pay if eligible. The layoff trial period policy does not apply if you are a laid off union employee.

Q9. Does the layoff trial period policy (above) apply if my first placement does not work out and I find a second position at Stanford?
Answer: No. This is a one-time option. After you use this option, regular employment policies apply to any subsequent University placements.

Other Questions

Q10. Do I have to give up my email account after my official layoff?
Answer: You should discuss this with your manager and/or local Human Resources Office to determine if the department will sponsor a SUNet ID to assist you find other employment on campus.

Q11. How can I get more information about my selection for layoff?
Answer: You can discuss the layoff selection process with your supervisor and/or local Human Resources Office. The Employee and Labor Relations Office is also available for further assistance if needed.

Q12. What can I do if I wish to pursue the filing of a formal grievance on my selection for layoff?
Answer: The process by which to file a formal grievance is described in Administrative Guide Memo 2.1.11. If you are a union employee please review the collective bargaining agreement between Stanford University and SEIU Higher Education Workers Local 2007. The timeliness of the filing of a formal grievance will be taken into consideration to determine if the issue is eligible to be reviewed under the defined grievance process.
There are a number of organizations at Stanford that offer services and resources to help you through your career transition.

**Faculty & Staff Help Center**

The Faculty Staff Help Center can provide free, professional and confidential counseling services to you and your immediate family members (including domestic partners) for up to three months after your layoff. They provide counseling services for a variety of concerns including change and transition, relationship problems, parenting, alcohol and drug abuse, grief and elder care. Call the Faculty Staff Help Center at (650) 723-4577.

**Your Medical Plan Provides Counseling Services**

If you are enrolled in a Stanford-provided medical plan, you also have confidential counseling services available through your plan. Blue Shield High Deductible PPO members, call the number on the back of your ID card. If you are in any other plan, call United Behavioral Health at (877) 504-4477.

**Child Care Providers**

Eligibility to participate in all Stanford on-site Child Care Centers continues for up to six months after your layoff. Be sure the director of the Center where your child is enrolled has a copy of your layoff letter.

The WorkLife Office at (650) 723-2660 can provide help you find other child care options at a location convenient to you.

**Stanford Credit Union**

Credit Union membership is not affected by your layoff. If you are a member, a Special Services Manager can give you guidance for your financial situation, which may include the postponement of loan payments for up to three months. For further information or to schedule an appointment with a Special Services Manager, call (650) 723-8990.

**Your Local Human Resources Office**

Your local Human Resources Office is available to answer questions about the layoff process. Please call one of the telephone numbers below if you do not know how to contact this office:

- Campus (650) 723-2191
- SLAC (650) 926-2358
- Medical School (650) 725-8607